

Dear Prospective Street Vendor or Caterer:

Welcome to the City of Harrisburg! The City takes the health and welfare of our residents and visitors very seriously. The issuance of a Health License insures the safety and quality of the food served and the individuals providing the service. Providing food service, for profit or non-profit, in the City of Harrisburg is illegal without appropriate licenses. Failure to secure and display these licenses can result in fines of up to \$1000 per day and/or 30 days in jail. All licenses are specific to one stand and one owner or one caterer. For street vendors, a stand is defined by being one cart/truck. In addition to the guidelines on your specific application, please note the following in regards to your Health License:

- In Addition to this packet need the Tax License Applications available on the WEB under the Bureau of Administration Link. All vendors will need the Business Privilege and Mercantile Tax License, all ***but hot dog carts***, will. also need the Vendors License.
- If your business is going to be physically located in the City, you will also need to complete a the Zoning – Fire Prevention Permit Application, this is a separate download.
- Annual Health Licenses expire on December 31 of the issuance year and are not pro-rated.
- Health and Tax Licenses are not transferable and any changes to the original application must be submitted to the Health Officer, in writing, within 48 hours.
- **After July 1, 2004, all food service providers are required to have a supervisory level staff person meeting the State requirements for Food Employee Certification.**
- New equipment or physical changes, including an extensive menu change (25%), require you to file an amended Health License Application. Changes are subject to approval.
- All licensed establishments are subject to formal and informal inspections. The results of formal inspections are public domain and may be displayed in a public forum.
- All licenses are subject to suspension and revocation, for failure to follow applicable laws and guidelines.

Whereas, it is our responsibility to enforce the laws and guidelines governing this department, it is also our desire to see you succeed and flourish. Please review the enclosed, provide all applicable information and return with a completed check for each individual application. You will be notified within 7-14 days of the status of your application. Feel free to contact me via email at csherrick@cityofhbg.com, by fax at 717-255-6421 or by telephone at 717-255-6552, with any questions or concerns you may have.

Good luck in you venture!

Craig S. Sherrick
Health Officer

Date of Application: _____ Business Name: _____

Location of Cart: _____

City of Harrisburg
Street Vendor /Caterer Health License

A Health License is required for all food and beverage vendors in the City of Harrisburg. Street Vendors: **Must do business in the City 30 or more days per year.** A license is good for one stand. Each stand must have a valid health, general/vendor and mercantile tax licenses.

Any food service provider not located within the City Limits, proof of a health license and copy of most recent inspection from your local authority must be attached. This must be provided yearly with your license renewal.

Type E Health License: \$75.00 + \$25.00 (Z) Application Fee = \$100.00 Amount Due
Check or Money Order to "City Treasurer"

Business Name: _____

Business Address: _____

Mailing Address: _____

Business Telephone Number: Area Code (____) _____

Owner(s) Name: _____

Owner(s) Address: _____

Mailing Address: _____

Owner's Telephone Number: Area Code (____) _____

Street Vendor Only: If the individual operating the is not the owner, the following must be completed:

Manager's Name

Daytime Phone #

Evening Phone #

This is to notify you of mandatory inspections pursuant to the Harrisburg City's adopted Health Code.

A sketch or picture of cart with a list of all equipment must accompany this application.

- All carts & equipment must be listed as commercial food service equipment.
- All vendors are required to have potable water, the ability to warm water for utensil washing, soap & towels for hand washing and an approved sanitizing solution with test strips.
- Appropriately equipped heating and refrigeration units capable of holding hot foods at over 140 degree's and cold foods at below 42 degree's for refrigerated and 0 degree's for frozen. Thermometers are required in each storage unit.

As an attachment, provide:

- A detailed listing of proposed foods and/or menu.
- A list of Wholesaler's / Supplier's and their addresses and phone numbers.
- **Copy of supervisory employee's PA Food Service Certification Card.**

Health License Specifics

- 1.) All Health Licenses expire on December 31 of that issuance year, they are not pro-rated.
- 2.) A license is for that establishment, at that location, for that owner. They are not transferable. All changes from original application should be submitted to this office, in writing within 48 hours.
- 3.) All licensed establishments must file an amended application before equipment changes, renovations or extensive menu changes (25% of menu). Changes are subject to approval of this office
- 4.) All licensed establishments are subject to formal and informal inspections at any time. The results of a formal inspection are public domain and may be provided in a public forum.
- 5.) All licenses are subject to suspension and revocation, for failure to follow applicable laws and guidelines regarding food service and codes violations relating to the entire property-containing establishment. Rules and regulations are available for review in the Office of Codes Administration, Suite 206 of the Martin Luther King Jr. City Government Center, 10 N. Second Street, Harrisburg, PA 17101. Any changes clarifications or additions will be posted the first business day of each month.

I hereby acknowledge receipt of Health License Application Packet. I have thoroughly reviewed all information and have willingly completed the application form. I understand that the rules and regulations are available in the office of the Bureau of Codes Enforcement and have the opportunity to view them at any time. I acknowledge that all the information is true to the best of my knowledge and that I am an owner or authorized agent of the corporation. I understand that any falsification of this document will result in it being null and void. It is to be noted that submission of a false statement to a public official, pursuant to Section 4904 of Title 18 of the Pennsylvania Crimes Code, constituting a misdemeanor of the third degree offense, punishable by a fine and imprisonment of not more than one year.

Signature of Owner / Agent: _____ Date: ____/____/200__

Print Name: _____ Title: _____

Signature of Applicant: _____ Date: ____/____/200__

----- Office Use Only -----

- ☐ If Street Vendor: Rules & Regs. Attached ☐ General License App. & \$50 Check
☐ Mercantile App. & \$40 Check ☐ Health License with \$50 check, front & back complete, attached sketch or picture and equip./vendor list.

Completed By: _____ Date: ____/____/200__

Licensed completed and sent to Treasury: by _____ Date: ____/____/200__

City of Harrisburg Vendor License Rules and Regulations

Updated June 26, 2002

- 1.) You are **NOT** permitted to sell merchandise on City Island or any City Park without the written consent of Parks and Recreation. (255-3020)
- 2.) You are **NOT** permitted to sell on City Property, including all lots, without the written consent of the Department of Building and Housing Development. (255-6480)
- 3.) You are **NOT** permitted to sell on State (entire Capitol Complex) or Federal Property without the written consent of the Capitol Police or Federal Marshall.
- 4.) Each individual selling merchandise must possess a Vendor License. If you have 4 people working for you, each of them must have a vendor license.
- 5.) You are required to have this form completed, with the permission from each property owner and approved by the City Departments of Codes Administration and Tax Enforcement Office, **PRIOR** to conducting business at any location.
- 6.) The property owner may revoke permission with a minimum of 24 hours written notice to both vendor and City Tax Enforcement Office and in the case of a food Vendor, Health Office.
- 7.) Your General Vendors License and/or Business Privilege & Mercantile License, Health License (where food is being served) and this form **must be Prominently Displayed at all times.**
- 8.) You are not permitted to sell from a vehicle; your merchandise must be on a table, stand, etc. Food vendors must utilize carts and equipment meeting the criteria of the City Health Officer (255-6552)
- 9.) You are permitted to operate your business within a business corridor. You are required to maintain a five (5) foot pedestrian right of way at all times. You are also responsible to maintain and clean the area around your stand/cart. You are also required to make arrangements for garbage removal and are not permitted to utilize public trash receptacles.
- 10.) You are required to:
 - a. Maintain a distance of 15' from the entrance of a business.
 - b. Maintain a distance of 50' from another vendor or business with similar trade, i.e. hot dog cart in proximity of a restaurant.
 - c. You are required to maintain a distance of 500 feet from a City sponsored or sanctioned event. The majority of these events have rental spaces available.
- 11.) If a store owner or property owner requests you to leave their property or if it is determined you are creating a public nuisance, failure to comply with a request for you to move may result in citation(s) for obstruction.

Failure to abide by the aforementioned rules and regulations, in addition to all other laws, ordinances, rules or regulations; may result in suspension of licenses and possible revocation. Whereas you are always permitted the right of appeal, suspension shall stand pending appeal. In addition, you may be barred from seeking any other licenses and merchandise and equipment may be confiscated. This constitutes notice and acceptance by signature on next page. No additional notice is required.

City of Harrisburg Vendor License Rules and Regulations Signature Page

NOTE: A page is required for every location!!

I have reviewed the rules and regulation on the reverse side of this form and have no questions or concerns regarding them.

Business Name

Name of Owner / Agent completing Application

Signature _____

Date

☐ Attach copy of 2 forms of ID for vendor or verify the following from ID

☐ Picture ID ☐ Driver's Number / State ID Card State _____ # _____

□ 2nd Form of ID _____

An individual form is required for each property you plan to locate in front of and must be completed and approved prior to you starting business from that location.

Stand / Cart Location: _____

Name of Property Owner: _____

Mailing Address: _____

Daytime Phone Number: _____

Date Permission Starts: _____ / _____ / 200_____

Date Permission Ends: _____ / _____ / 200_____ (Not to extend beyond 1 year)

List any restrictions here, including but not limited to hours of operations, days, etc.: _____

Is a fee being charged for use of property? ☐ Yes ☐ No If yes, attach copy of written agreement / contract.

I being owner or authorized agent of above listed property, hereby grant aforementioned vendor permission to operate on or about my property. I understand that permission may be rescinded upon 24 hours written notice to City and Vendor.

Signature: _____ Date: ____ / ____ / 200__

----- FOR OFFICIAL USE ONLY -----

Approvals: Tax Enforcement _____ / _____ / 200_____

Health / / 200

Mailed

